

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | |
|--------------------------------|-----------|
| a. Cluster GS-1 to GS-10 (IWD) | Answer No |
| b. Cluster GS-11 to SES (IWD) | Answer No |

Compared to the 12 percent benchmark, the agency does not have triggers associated with IWD participation in either grade cluster of the permanent workforce.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving IWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | |
|---------------------------------|-----------|
| a. Cluster GS-1 to GS-10 (IWTD) | Answer No |
| b. Cluster GS-11 to SES (IWTD) | Answer No |

Compared to the 2 percent benchmark, the agency does not have triggers associated with IWTD participation in either grade cluster of the permanent workforce.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
		#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

NAVSEA adhered to DoN's Disability Program when it encouraged its major commands to conduct their own resurvey campaigns that requested employees to self-identify as having a disability or targeted disability. NAVSEA was able to utilize OEEO's Fact Sheet, "Updating Your Disability Status" as a resource to augment their efforts. The Fact Sheet detailed DoN's goal to ensure that at least 12% of the total workforce is comprised of Individuals with Disabilities (IWD) and 2% of Individuals with Targeted Disabilities (IWTD). The mandatory EEO web-based training for supervisors hosted by DON's Total Workforce Management System contains a module solely for the IWD Program. This module lists DoN's 12% goal for IWD and 2% goal of employees

as IWTD. Additionally, it outlines actions that supervisors and hiring managers can take towards achieving these goals, such as actively utilizing the Schedule A(u) hiring authority and self-identification of a disability. The module details the benefits of using Schedule A(u), the recruitment sources for which Schedule A(u) candidates can be found (such as the Workforce Recruitment Program (WRP)), the importance of self-identification of a disability, and how employees can update their disability status. The training must be taken within 1 year of initial appointment to a supervisory position, and then as a refresher at least once every 3 years thereafter.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer No

The agency performs disability program functions utilizing a combination of full-time and part-time personnel resources. Part-time resources typically execute disability-related and/or non-disability- related functions, based on organizational priorities, as resources permit. Some regulatory requirements for disability programs, such as timeliness of reasonable accommodation requests, are not being met; therefore, some aspects of NAVSEA Disability Program would benefit from additional qualified personnel. Additional resources for EEO have been placed into future year budget cycles and untimeliness of RAs has decreased considerably.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	9	0	1	Kevin Perkins, Disability Program Manager
Processing applications from IWD and IWTD	0	0	500	Ms. Lisa Jox, Director of HR Operations
Section 508 Compliance	1	1	0	RADM Wynne, Chief Information Officer
Answering questions from the public about hiring authorities that take disability into account	11	1	0	Meena Farzanfar, Disability Program Manager
Special Emphasis Program for PWD and PWTD	4	0	5	Sydney Kremidas Special Emphasis Program Manager

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	11	1	0	Michelle Connor, Facilities Manager

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

The agency's EEO program, including Disability Program elements, are dispersed both organizationally and geographically across 10 subordinate commands and 45 lower-level activities, each of which are managed and resourced independently by their respective component heads or servicing agency. If needed, disability program staff attend training (e.g., EEOC's and/or the Defense Equal Opportunity Management Institute's (DEOMI) Disability Program Management Course) to perform responsibilities.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer No

The agency EEO program, including disability program elements, are dispersed both organizationally and geographically across 11 subordinate commands and 48 lower-level activities, each of which are managed and resourced independently by their respective component heads or servicing agency. Funding and other resources are executed based on organizational priorities, as resources permit. Some regulatory requirements for disability programs, such as timeliness of reasonable accommodation requests, are not being met; therefore, some aspects of the NAVSEA Disability Program would benefit from additional funding and other resources. Additional resources for EEO have been placed into future year budget cycles.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.8. Effective administration of the command's special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager) [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]
--	---

Brief Description of Program Deficiency	C.2.a.6. Training materials on its anti-harassment policy doesn't include examples of disability-based harassment [see 29 CFR §1614.203(d)(2)]
--	--

Brief Description of Program Deficiency	C.2.b.5. The command did not processed all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures [see MD-715, II(C)]
--	--

Brief Description of Program Deficiency	D.1.c. The command didn't conduct formal exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities [see 29 CFR §1614.203(d)(1)(iii)(C)]
--	--

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for IWD and IWTD.

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

NAVSEA like DON utilizes WRP as a recruitment source to bring on students and recent graduates with disabilities on a temporary and permanent basis. The WRP database contains the largest pool of Schedule A(u)-eligible candidates to recruit from, and is refreshed with new candidates each year. The Department of Defense (DoD) provides its components, to include, DON, with funding to fill a limited number of 14- week placements. In FY19, access to the DoD centralized fund became restricted during the height of WRP utilization. Limiting DON's ability to grow the program. Despite this significant setback, NAVSEA was able to fill nine (9) DoD Funded Authorizations with nine (9) WRP Participants. In addition, two (2) participants were placed in permanent positions within DON. In FY20 NAVSEA had five (5) WRP Permanent Hires and two (2) WRP Interns, of which one was extended within the FY, therefore, counting for two (2) authorizations. As a result three (3) WRP interns may be reflected in the FY20 for NAVSEA. Plans to continue utilize and market WRP as a way to recruit and hire IWD and IWTD are on-going planning efforts in the command. The subordinate commands conducted various recruiting efforts to identify job applicants with with varying degrees of success. The divisions attended job fairs focused on accessions for IWD, disability hiring authorities (e.g. Schedule A(u), 30 percent or more Disabled Veteran, etc.).

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

NAVSEA leverages available hiring flexibilities (to include the 30 percent or more Disabled Veteran, Schedule A(u), and Veterans' Recruitment Appointment (VRA)), as well as various recruitment sources (e.g. Wounded Warrior programs, WRP, etc.) in order to identify the most suitable candidate to meet workforce needs. According to NAVSEA's FY20 data, 9% of new hires (319 of 630) were hired through the 30 percent or more Disabled Veteran hiring authority (up from 327 of 619 in FY19). In FY20, 2.9% (130 of 630) were hired through Schedule A(u) (down from 4.1 % in FY19).

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

NAVSEA utilizes hiring authorities that take disability into account as an Area of Consideration (AOC) in vacancy announcements. When it is included as an AOC, and applicants apply for a relevant position through www.USAJobs.gov and want to exercise their eligibility for one of these authorities, they self- certify their eligibility while completing the questionnaire, and provide proof of eligibility (e.g. with Schedule A(u) letter or U.S. Department of Veterans Affairs disability rating letter, etc.) before submitting their application. The HR Specialist then evaluates the sufficiency of the documentation, and if deemed sufficient and the candidate is deemed qualified for the position, the candidate may be added to the certificate of eligible candidates, which is provided to the hiring manager.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

Supervisors are required to take Supervisory EEO Training and "Hiring Talent" training, which are computer-based courses in

TWMS. The Supervisory EEO Training is required to be taken within 1 year of initial appointment to a supervisory position, with a refresher taken at least every three (3) years thereafter. The IWD Program section of this training describes the Schedule A(u) hiring authority, indicates that candidates may be found through OPM’s Shared List of People with Disabilities and the WRP, and informs hiring managers that a best practice is to have qualified Schedule A(u) candidates prior to putting in a Request for Personnel Action (RPA), and to include People with Disabilities as an AOC on the vacancy announcement. The “Hiring Talent” training is required to be taken within 1 year of initial appointment to a supervisory position, and every year thereafter. This training has its own section on Hiring People with Disabilities and OEEEO will continue to work with the creators of the training to improve the course content. Information on VRA and 30 percent or more Disabled Veteran (including Wounded Warriors) are included in the “Hiring Veterans” section of this training. In addition to the training above, DON’s Major Commands facilitate additional component- specific supervisory training requirements pertaining to Disability Program priorities and hiring flexibilities.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

NAVSEA's WFC Divisions established and/or maintained contacts to varying degrees with various disability employment organizations, and especially Wounded Warriors organizations. NAVSEA actively promotes and utilizes the WRP, which is a Federal government-wide recruitment and referral program managed by the DON, the Department of Labor, and DoD that connects NAVSEA hiring managers with qualified candidates with disabilities for temporary and permanent positions. This database contains candidates from hundreds of colleges and universities across the country.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

- a. New Hires for Permanent Workforce (PWD) Answer Yes
- b. New Hires for Permanent Workforce (PWTD) Answer Yes

Triggers exist for both IWD and IWTD among new hires in the permanent workforce. The permanent workforce hire percentage for IWDs is 6 percent (which is lower than the 12 percent benchmark), while the permanent workforce hire percentage for IWTD is 0.9 percent (which is lower than the 2 percent benchmark).

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants					
% of Qualified Applicants	0				
% of New Hires	1408	85 /6.04%		21 /1.49%	

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

Occupational Series 2805, 0855, 0801, 5334, 0830, 0840, and 4204 have triggers for both IWD. Occupational Series 2805, 0855, 0801, 5334, 0830, 0840, and 4204 have triggers only for IWTD.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
 - a. Qualified Applicants for MCO (PWD) Answer Yes
 - b. Qualified Applicants for MCO (PWTD) Answer Yes

Occupational Series 2805, 0855, 0801, 5334, 0830, 0840, and 4204 have triggers for both IWD. Occupational Series 2805, 0855, 0801, 5334, 0830, 0840, and 4204 have triggers only for IWTD.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
 - a. Promotions for MCO (PWD) Answer Yes
 - b. Promotions for MCO (PWTD) Answer Yes

All MCOs, except for Occupational Series 0856, and 0802, have triggers for both IWD and 2805, 0856, 0802, 0343, and 5334, IWTD.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

NAVSEA offers and seeks applications for a multitude of advancement opportunities, where all eligible candidates are encouraged to apply. Some of the NAVSEA’s subordinate components offer and administer advancement opportunities, where IWD and IWTD could be considered.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

NAVSEA offers and seeks applications for a multitude of advancement opportunities, where all eligible candidates are encouraged to apply. It offers and administers advancement opportunities, where IWD and IWTD could be considered.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

The agency does not maintain relevant data on career development opportunities; thus, the presence of triggers cannot be assessed.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer No
- b. Selections (PWTD) Answer No

The agency does not maintain relevant data on career development opportunities; thus, the presence of triggers cannot be assessed.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

Both IWD (9.49%) and IWTD (2.18%) have triggers in all levels time off and cash awards, except in the Cash Awards (100-500/501-5000 dollars).

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
-------------	-----------	-------------------------	---------------------------------	-----------------------	-------------------------------

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

- a. Pay Increases (PWD) Answer Yes
- b. Pay Increases (PWTD) Answer Yes

Both IWD (6.61%) and IWTD (1.24%) have triggers in Quality Step Increases.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

- a. Other Types of Recognition (PWD) Answer NO
- b. Other Types of Recognition (PWTD) Answer NO

The NAVSEA currently does not have data on other types of employee recognition programs.

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. SES
 - i. Qualified Internal Applicants (PWD) Answer NO
 - ii. Internal Selections (PWD) Answer NO
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer NO
 - ii. Internal Selections (PWD) Answer NO
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer NO
 - ii. Internal Selections (PWD) Answer NO
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer NO
 - ii. Internal Selections (PWD) Answer NO

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

- i. Qualified Internal Applicants (PWTD) Answer N/A
- ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15

- i. Qualified Internal Applicants (PWTD) Answer N/A
- ii. Internal Selections (PWTD) Answer N/A

c. Grade GS-14

- i. Qualified Internal Applicants (PWTD) Answer N/A
- ii. Internal Selections (PWTD) Answer N/A

d. Grade GS-13

- i. Qualified Internal Applicants (PWTD) Answer N/A
- ii. Internal Selections (PWTD) Answer N/A

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWD) Answer NO
- b. New Hires to GS-15 (PWD) Answer NO
- c. New Hires to GS-14 (PWD) Answer NO

d. New Hires to GS-13 (PWD) Answer NO

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTB) Answer N/A

b. New Hires to GS-15 (PWTB) Answer N/A

c. New Hires to GS-14 (PWTB) Answer N/A

d. New Hires to GS-13 (PWTB) Answer N/A

5. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

6. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and

the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD) Answer N/A

b. New Hires for Managers (PWD) Answer N/A

c. New Hires for Supervisors (PWD) Answer N/A

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD) Answer N/A

b. New Hires for Managers (PWTD) Answer N/A

c. New Hires for Supervisors (PWTD) Answer N/A

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a.Voluntary Separations (PWD) Answer No

b.Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
-------------	---------	---------------------------	-----------------------------------

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a.Voluntary Separations (PWTD) Answer No

b.Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
-------------	---------	-------------------------	---------------------------------

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.
Refer to https://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

NAVSEA works to expeditiously resolve formal Architectural Barriers Act and Section 508 complaints as they are referred by DoD and the U.S. Access Board for processing. In addition, NAVSEA regularly processes requests for and provides reasonable accommodations for modifications within the work environment that involve physical and electronic accessibility. As part of NAVSEA's Accessibility Policy Statement, NAVSEA ED&I, serves as the point of contact for addressing accessibility concerns for agency facilities and technology, and will better understand the state of NAVSEA's overall accessibility after analyzing the incoming inquiries. Based on the trends derived from this information, NAVSEA can plan to eliminate certain barriers to accessibility in future years. NAVSEA heavily utilizes the DoD's Computer/Electronic Accommodations Program (CAP) to provide reasonable accommodations in the form of assistive technology. In FY20 CAP provided NAVSEA's workforce and service members with a total of 99 accommodations to 46 DON Individuals costing \$36,883.54. NAVSEA has a strong team that meets weekly to execute a unique process to ensure that the CAP offerings are compatible and are approved for use on the Navy/Marine Corps Intranet (NMCI). This team continually reviews CAP's offerings, identifies the latest versions of assistive technologies, and procures those products for risk- assessment, compatibility testing, and approval on the NMCI network to ensure 508 compliance. NAVSEA's Program Manager for CAP Assistive Technologies troubleshoots any issues with user software if the software was obtained through CAP, and follows up with the appropriate parties to ensure expeditious resolution, so that individuals who rely on assistive technology can fully perform their job duties. In some cases, despite extensive testing, NAVSEA is not able to support certain technologies on the NMCI network, as certain aspects of some products do not comply with cyber security requirements imposed on DoD components, i.e. the Z70 videophone. NAVSEA has been at the forefront of this conversation with DoD and other DoD Components, and is working toward a solution that will increase the availability of assistive technologies and 508 Compliance.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

NAVSEA utilizes the Navy Electronic Accommodations Tracker (NEAT) to collect reasonable accommodation (RA) data, which is a database system that NAVSEA's ED&I Director through the Disability Program Manager (DPM) uses to document their efforts and milestones in processing requests for RA. The DPM manages NEAT and has administrative oversight of RA processing in the database. There are known errors with the system's calculations of the "Days in Process" field (which is based on the Request Received Date and Request Closed date). Recognizing that limitation, the data in NEAT shows that NAVSEA processed 256 requests for disability accommodations in FY20 (not including, recurring requests). It took an average of 50.34 days for the requests to be processed. NAVSEA's Procedures for Processing Requests for Reasonable Accommodation require that reasonable accommodation requests be processed (from initial request to decision of whether to accommodate) within 30 calendar days. Therefore, NAVSEA's average processing time is longer than the time frame prescribed in the policy. In FY20, DON's OEEEO invested time and resources to improve NEAT, with system upgrades being implemented by its major commands, one of them NAVSEA. Once NEAT improvements are made, NAVSEA will assess if untimely processing is due to system issues, insufficient resources in RA processing offices, and review possible barriers in existing RA procedures.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The agency EEO Program, including disability program elements, are dispersed both organizationally and geographically.

NAVSEA's activities are managed and resourced independently by their respective component head. A few have added reasonable accommodation guidance, in addition to DON's and NAVSEA's RA Procedures for Processing Requests. The divisions executed their RA programs to varying degrees of success. For instances, RA Training was delivered in most Warfare Center Division and it included the Mandatory Supervisory EEO Training course in TWMS.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

NAVSEA has publicly posted a policy statement and Procedures for Processing Requests for Personal Assistance Services (PAS). In FY18 the DON began building the PAS Request functionality in NEAT to capture data on the number of PAS requests and whether approved services are timely provided. This capability was previously reported to be deployed in FY 2019; however, the project encountered a number of delays and was deployed in FY20. The PAS Request functionality is imported into NEAT and NEAT users enter PAS request data into the system, NAVSEA began evaluating trend data and effectiveness of the program. The mandatory Supervisory EEO Training contains a module solely for the IWD Program. This module includes a slide dedicated to PAS, which outlines NAVSEA's obligation to provide PAS to those who need the services because of their targeted disability, defines PAS, distinguishes between PAS and reasonable accommodation, and refers to the DON's PAS procedures for more information.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer N/A

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer NO

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

64 complaints were filed in FY20. Of those, eight (8 /12.5%) complainants allege Reasonable Accommodations and seven (7 / 10.9%) on the basis of disability.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer N/A

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

Two (2) settlements containing allegations of Reasonable Accommodation and basis disability. Docket # 17-00024-02372 (\$3,500) and Docket # 20-69316-01776 (non-monetary – performance appraisal / light duty until 2024).
--

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Ongoing from FY19 - People with Disabilities (PWD) have a low participation rate in the NAVSEA's workforce, which is below the federally mandated 12%.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p>Underutilization of Schedule A Hiring Authority and employee's lack of knowledge on the importance of identifying/reporting their disability via the SF 256 form or via MyBiz.</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>A review of Table B14 indicated FY20 Separations rate of Individuals with Disability (IWD) and Individuals with Targeted Disabilities (IWTd) continues in 33% of the Warfare Centers in the NAVSEA. In FY20, IWD voluntary separation rate was 9.24% and involuntary rate 16.67%. The IWTd voluntary separation rate was 3.02% and involuntary 1.75%. The involuntary rate was 16.67% for IWD and 1.75% for IWTd. According to Table B1 the IWD participation rate is 9.42% and IWTd is 2.08% a net ratio change (increased) of 13.81% from FY19.</p>							
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>A review of Table B1 showed that in the NAVSEA the FY19 workforce that did not identify was 2,233 or 6.6%. These numbers increased in FY20 to 2,797 or 7.87%. Although the DON launched a campaign to promote the self identification of this population, the NAVSEA remained the same. The number of self identified continued to increase in the NAVSEA by a net change of 3.76%. While the IWD net change was .45% or 15 individuals and IWTd -0.65% or -5 people, changing the RCLF from 2.18 to 2.17%. Barrier Analysis conducted in subordinate commands have not identified a policy, procedure, or practice as a barrier. However, the NAVSEA will continue in FY21 to promote self-identification, hiring, and exit surveys as a means to increase participation rates of IWD and IWTd.</p>							
<p>Objective</p>	<p>1. Disability Awareness Training of the SF 256 and educate the workforce on how it impacts workforce data. 2. Increase education and update reference materials regarding the search for vacant positions and stakeholder roles/responsibilities.</p> <table border="1" data-bbox="440 982 1515 1129"> <tr> <td data-bbox="440 982 649 1035">Date Objective Initiated</td> <td data-bbox="654 982 1515 1035">October 1, 2020</td> </tr> <tr> <td data-bbox="440 1041 649 1129">Target Date For Completion Of Objective</td> <td data-bbox="654 1041 1515 1129">Dec 31, 2021</td> </tr> </table>				Date Objective Initiated	October 1, 2020	Target Date For Completion Of Objective	Dec 31, 2021
Date Objective Initiated	October 1, 2020							
Target Date For Completion Of Objective	Dec 31, 2021							
<p>Responsible Officials</p>	<p>NAVSEA, ED&I, Disability Program Manager</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>10/01/2020</p>	<p>Establish working group with relevant stakeholders to explore process improvement opportunities in NAVSEA wide search for vacancies.</p>	<p>Yes</p>		<p>10/01/2020</p>				
<p>11/01/2020</p>	<p>Map and analyze the current process, roles/responsibilities, and bottlenecks.</p>	<p>Yes</p>		<p>11/01/2020</p>				
<p>10/01/2020</p>	<p>Convene working group to brainstorm and document proposed process revisions.</p>	<p>Yes</p>		<p>10/01/2020</p>				
<p>03/01/2021</p>	<p>Propose process changes to leadership and obtain approval for execution.</p>	<p>Yes</p>		<p>03/01/2021</p>				
<p>07/31/2021</p>	<p>Draft revised process based on the course of action identified for execution.</p>	<p>Yes</p>		<p>08/30/2021</p>				
<p>09/30/2021</p>	<p>Request and incorporate feedback regarding the draft process from key stakeholders.</p>	<p>Yes</p>	<p>02/01/2022</p>					
<p>10/01/2020</p>	<p>Issue revised process and ensure execution.</p>	<p>Yes</p>	<p>07/01/2021</p>					
<p>10/01/2020</p>	<p>Issue revised process and marketing/reference materials.</p>	<p>Yes</p>	<p>09/30/2021</p>					
<p>12/31/2021</p>	<p>Train on new process for identifying vacancies to HR and EEO communities</p>	<p>Yes</p>	<p>01/30/2022</p>					
<p>Fiscal Year</p>	<p>Accomplishments</p>							

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

The accomplishment of planned activities is still underway. The impact of the activities toward eliminating barriers will be assessed in the FY 2021 MD-715.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

The accomplishment of planned activities is still underway. The impact of the activities toward eliminating barriers will be assessed in the FY 2021 MD-715.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

The accomplishment of planned activities is still underway. The impact of the activities toward eliminating barriers will be assessed in the FY 2021 MD-715.